



**CLARK COUNTY  
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road  
Las Vegas, NV 89120  
(702) 455-8200  
[www.ClarkCountyNV.gov](http://www.ClarkCountyNV.gov)

**Part-Time Employment**

**For the position of: Program Assistant**

**Location: Sunset Reservation Office**

Al Galvin, Recreation Specialist II  
2601 E Sunset Rd., Las Vegas, NV 89120  
(702) 455-8200 Phone / (702) 361-6042 Fax  
[agalvin@ClarkCountyNV.gov](mailto:agalvin@ClarkCountyNV.gov)

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**SALARY**

\$9.00 Hourly

**OPENING DATE:** February 1, 2015

**CLOSING DATE:** Until Filled

**ABOUT THE POSITION:**

Employee will be responsible for answering and transferring calls on multiple phone lines, making field reservations, equipment rentals, and picnic reservations. Accurately fill out paperwork, responding to customer inquiries by phone, email, and in person. Taking payments, preparing deposits, and other clerical tasks.

Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

**# OF VACANCIES:** 2

**MINIMUM REQUIREMENTS**

**Education and Experience:** Minimum High School Diploma or GED

**Preferred Qualifications:** Prior experience in customer service, answering phones & money handling

**Licensing and Certification:** none

**Working Conditions:** This position may work day, evenings and/or weekends

**Background Investigations:** Employment is contingent upon the results of a background investigation.

**APPLICATION PROCESS:**

**Clark County Is An Equal Opportunity Employer**

04/09

Applications can be picked up at any Parks & Recreation facility or can be downloaded at <http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf>